

Commercial Building Inspector Certification

Your application will not be processed or will be delayed unless you:

- ☐ 1. Complete the application including signing and dating the first page.
- ☐ 2. Write in your social security number.
- ☐ 3. Attach the specified documents listed on this application.
- ☐ 4. Attach the specified fee listed on this application.
- ☐ 5. Make a photocopy of the completed application for your records.



By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

Applicant's Signature

Date (mo/day/yr)

Send application and payment to: DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

Overnight mail delivery and office location: DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

All other correspondence: DSPS Trades Credentialing, , PO Box 7082, Madison, WI 53707 Phone: 608-261-8467. TTY: Contact through Relay or DspsSbCredentialing@wi.gov.

Reason for Credential: A person who holds a credential issued by the department as a certified Commercial Building Inspector may conduct inspections of public buildings and places of employment for the purpose of administering and enforcing the Commercial Building Code, SPS 360-366. This certification is mandatory for certified municipalities' staff per SPS 361.60. It is also mandatory for in-plant inspection of manufactured dwellings per SPS 361.41(2).

Requirements of Credential: A person who inspects public buildings and places of employment as a certified Commercial Building Inspector shall:

- Maintain a record of the inspections made including the date and the findings of the inspections;
- Provide a copy of the inspection report to the owner of the property or his or her agent; and
- Make available to the department upon request his or her inspection records.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

Applying for Commercial Building Inspector Certification

A person may obtain a credential as a certified commercial building inspector by either one of the following:

- Method 1 Taking and passing the Commercial Building Inspector certification examination.
- Method 2 Submitting evidence of holding a current a certification as a : Commercial Combination Inspector ICC; Building Inspector ICC; Combination Plan Examiner ICC; Commercial Building Inspector and Commercial Mechanical Inspector ICC; Building Plan Examiner and Mechanical Plan Examiner ICC
- OR an Architect or Engineer

Apply for the credential by following the instructions for either method 1 or method 2.

Method 1 - Examination

Application and Exam Fee (nonrefundable): \$40.00

Make checks payable to: State of WI – DSPS. The fee consists of a \$15 application fee and an exam fee of \$25. When the exam is passed, the applicant will be asked to pay a \$40 credential fee which will be prorated because the credential expires on a specific date. The credential will be issued after the exam is passed and the prorated credential fee paid. It is effective for four years from June 30.

Examination: In order to obtain the credential, the applicant must obtain a score of at least 70% on an examination. The exam is open book and it will cover the following:

- SPS 305 and SPS 360-366, Wisconsin Administrative Code. This can be obtained for a fee from Document Sales, 608-266-3358 or 800-362-7253, or free of charge by downloading the PDF: <http://dsps.wi.gov/SB/SB-DivCodesListing.html>
- These five 2009 International Model Codes: Building, Mechanical, Fuel Gas, Energy Conservation and Existing Buildings (IBC, IMC, IFGC, IECC, IEBC). These five codes can be obtained via the International Code Council's Web site, <http://www.iccsafe.org> or by calling the International Code Council, 800-786-4452.
- Accessibility standard 2003 ANSI A117.1. This standard can also be purchased from the International Code Council.

To Schedule a 2012 exam:

- Choose a **city** and **time** and put a check mark behind the date you would like to take the exam.
- Indicate **FIRST CHOICE (1)** and **SECOND CHOICE (2)** in the event one exam site is filled.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen**. Keep a copy of this application for your records. You are only allowed to schedule one exam session at a time for each credential type. Applications sent in for multiple exam sites into the future will be denied and a refund will not be issued.
- You will receive a letter from DSPS when division staff processes your exam request.
- If you need special accommodations, please contact us at (608) 261-8467 or DSPSSBCredentialing@wi.gov

Select one: AM (Starts at 8 a.m.) ☐ **or** PM (Starts at 1 p.m.) ☐

Pewaukee (2012) – WCTC Education Center, 800 Main St, Pewaukee, WI 53072

May 23 ☐ June 20 ☐ July 25 ☐ August 22 ☐ September 26 ☐ October 24 ☐ November 28 ☐ December 19 ☐

Eau Claire (2012) – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701

June 12 ☐ August 14 ☐ October 9 ☐ December 11 ☐

Green Bay (2012) – Hyatt on Main (formerly Hotel Sierra) 333 Main St, Green Bay, WI 54301

July 17 ☐

Appleton (2012) – Fox Valley Technical College, 1825 North Bluemound Dr, Appleton 54914

September 11 ☐ November 6 ☐

Method 2 – Proof of Current Licensure

The fee for applying for the credential using method 2 is as specified in the following table:

Month Application	Fee	Month Application	Fee	Month Application	Fee
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is mailed		is mailed		is mailed	
January	\$50.02	May	\$46.70	September	\$53.34
February	\$49.19	June	\$45.87	October	\$52.51
March	\$48.36	July	\$55.00	November	\$51.68
April	\$47.53	August	\$54.17	December	\$50.85

Record the amount of the fee you will be sending in the box below:

Fee Submitted (nonrefundable): \$ class code 7648

Make checks payable to: State of WI – DSPS. The credential will be effective for 4 years from June 30th.

ATTACH to this form a copy of current a certification as a: Commercial Combination Inspector ICC; Building Inspector ICC; Combination Plan Examiner ICC; Commercial Building Inspector and Commercial Mechanical Inspector ICC; Building Plan Examiner and Mechanical Plan Examiner ICC
OR an Architect or Engineer

Education Hours Required to Renew: The renewal of a credential as a certified commercial building inspector which has an expiration date after June 30, 2006, shall be contingent upon the inspector obtaining at least 24 hours of acceptable continuing education by March 31st of the year the credential expires. People unable to attend lectures or seminars may be able to obtain the necessary hours through correspondence courses. Correspondence courses must also be completed at least three months prior to the expiration date in order to avoid taking the exam. A person who holds a credential as a certified commercial building inspector may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.